3. PROGRAM OF THE CLERICAL TRAINING BRANCH

PROGRAMS OF THE CLERICAL TRAINING BRANCH

There are three separate programs provided by the Clerical Training Branch.

1. The Clerical Induction Program is given at ▆▆▆▆▆▆▆ 25X1A
and is designed for two groups: (a) those clerical employees—fully cleared or provisionally cleared—who have not yet met Agency standards in typing and shorthand, and (b) those clerical employees provisionally cleared and awaiting their full clearance. It is presently geared as a one-week course with additional work that may be arranged for a second week. Since approximately 50% of new clerical employees these days are fully cleared when they report to the Agency, less than half of the new people attend the Clerical Induction Course.

2. The Clerical Orientation Program is required for all new cleared clerical personnel prior to their assignment to an office. It is given in Alcott Hall and is a two-day course for all clerks, a three-day course for all who type. There is no repetition here of material given in the Clerical Induction Course. (Extension 2056)

3. The Clerical Refresher Program is given at Alcott Hall for on-duty personnel. Three-week courses in clerical subjects are offered every fourth week. These include: (a) standard clerical subjects offered each time (typing and shorthand), (b) courses offered periodically (typing shortcuts, filing, English Usage, etc.), (c) courses given on request (stenotyping, report writing, telephone lab, special filing problems, dictation course for bosses, accounting, Correspondence Manual, etc.)

It is important to note that an individual may sign up for an hour each day or for as many hours as desired. The Clerical Refresher Program is designed to meet the needs and requests of all offices. It is not a rigid and unvarying schedule of classes. (Extension 2100)

April, 1953

Clerical Orientation Course

Outline of Content

<u>Security</u> - Stressed throughout every class.

<u>Elements of Intelligence</u>

Intelligence defined. Introduction to basic information necessary
to understand mission of CIA.

<u>Organization of the Government</u>

Structure of U. S. Government, and this Agency's relative position
in it. Special emphasis on current changes, reorganization.
Recommended reading for background in government, intelligence.

<u>Government Terminology</u>

Introduction to words peculiar to government, and to intelligence;
scientific and geographic words. Spelling stressed. Use of
dictionary.

<u>Agency Forms and Procedures</u>

Most frequently used forms explained, using Vu-Graph. Practical
problems.

<u>Organization of CIA</u>

Explanation of internal structure of Agency, with emphasis on
functions.

<u>Office Protocol</u>

Discussion of human relations on the job. Accent on office
courtesy, punctuality, discretion, adaptability, attitude.
Examples cited of special Agency problems within this area,
and of pitfalls to avoid. Personnel Evaluation Report explained
as first step in Career Service Plan. Overseas glamour played
down; problem of college girl in clerical slot discussed.

<u>Buildings and Shuttles</u>

Practical information regarding physical location of buildings
shuttle routes.

CIA Regulations

Categories of issuances, and respective methods for handling.
Maintenance of manual.

History of Intelligence

Background material of a general nature.

Mailing Procedures and Document Classification

Instructions for handling mail classified up to Top Secret.

Filing

General information on Agency systems. Practical problems.

Library

Information on facilities available; instructions as to how to
use them.

Area Study

Geopolitical concepts. Effort to stimulate reading and study.
Emphasis on correct spelling, where to find information, etc.

Telephone Techniques

Courtesy, security restrictions. Practical information on
where to call for various services.

Telephone Lab

Physical set-up of Agency phones. Accent on voice quality,
helpfulness, general approach. Each student's voice recorded
during phone conversation and played back for analysis and
self-criticism.

RESTRICTED

Mechanics of Correspondence

Exercises designed to point up weaknesses in spelling,
punctuation, capitalization, and hyphenization. Brief
statements of current usage.

Typing Shortcuts

Practical problems using typewriter: stencils, dittos, carbon
copies, labels, rough draft preparation, tables, erasures;
chain feeding of cards, envelopes.

Correspondence Manual

Intensive half-day of lecture and study of CIA correspondence.
Practical problems using this information.

20 July 1953

SCHEDULE

CLERICAL INDUCTION TRAINING

Office of Training

STATINTL

503 501 510	8:30- 9:15	Shorthand I Transcription II Typing Practice	P K Monitor
503 501 510	9:20-10:05	Transcription I Shorthand II Typing Practice	P K Monitor
502 503	10:25-11:10	Typing I Shorthand Practice	P Monitor
502 503	11:15-12:00	Typing II Shorthand Practice	M Monitor
503	12:05-12:50	English Usage A	K
502	1:00- 1:50	Typing (old)	M
503	1:55- 2:40	English Usage B	P
502	1:55- 3:30	Typing Practice	Monitor
503	2:45- 3:30	Geography	M
503	3:40- 4:25	Word Usage	K